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13 January 1967

MEMORANDUM FOR: Comptroller/DDS&T
Executive Officer/DDS&T

SUBJECT : Recommendations for Initial Displays in
DDS&T Information Center

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1. Attachments A, B, C, and D are rough sketches summarizing my recommendations for an initial display of information in our new Information Center. In working these up, I have received advice and assistance from numerous others on the Staff. I also discussed the Project Progress Board idea briefly with [] who sees it as both feasible and a help to them once it is installed.

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2. The rationale for going ahead with this basic approach is to achieve quickly and inexpensively an accumulation of data of value to the DD, various DDS&T Staff elements, and almost certainly of some value to the Offices. As one good example, it will provide basic management data assembled in one place as a facilitating backdrop for the DD's weekly staff meetings with Office Directors as well as for the weekly EO meetings, in addition to its obvious value for briefing purposes.

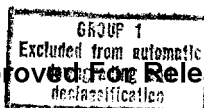
3. A detailed look at the whole management information question will undoubtedly lead to different conclusions and provide justification for the necessary -- and larger -- funds required for a full-blown management information center. A detailed management data study will require a very significant length of time to do, however, and the attachments represent a proposal to get into business soon and at low cost. Further -- and importantly -- going ahead with this initial simplified proposal will not hamper whatever changes are made in the Center in the future.

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4. Much of the data in the attachments can be done on boards by [] shop. Personnel data (Attachment A) and contract status (Attachment B)

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require menu boards. The project status board, which I believe is an urgently needed requirement at the Directorate level, would show key project progress check points by a simple paste-on card method. The basic board could be plexi-glass, or alternatively, large card-boards could probably be employed.

5. I recommend that project progress of the Directorate level be maintained only for the most important projects. I have no basic yardstick to offer as to how to select these but offer my suggestions for specific projects in Attachment C.

6. Attachment D is a fillip in a sense. However, it would show at a glance on a world map all DDS&T assets outside the Headquarters area, by project and numbers if people, including our various liaison teams.

7. I assume the Center will be under the cognizance of the Management Information Officer, but it is obvious he will need support and assistance from other Staff elements and the Offices to keep the data up to date. If OSP's Center is a criterion, there may eventually be a need for one or more people working in the Center full time depending on the depth and complexity of the data eventually decided upon.

8. I recommended some time ago that whatever emerges as a Management Information Center can utilize the Monthly Activities Reports from the Offices as a vehicle for assembling on a monthly basis the basic inputs needed to keep the Information Center charts and boards up to date. These changes to the Monthly Activities Reports should be made when the Center goes into business.

9. To summarize, I recommend:

a. The Information Center be implemented around Attachments A, B, C, and D as a reasonably quick, economical, and useful beginning to what will emerge downstream as a fully-studied MIS.

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b. The Center be placed under the cognizance of the Management Information Officer with other Staff support as needed. Security and logistics support and advice will be needed from the start, as the room will need to be vaulted (two of its present four doors will need to be bolted shut). There will be need for curtains or some other form of cover-up of displayed info, etc.

c. The Monthly Activities Report be used to collect up-dated data to keep the room current. The Management Information Officer will need specific advice on this from other Staff elements, particularly Personnel and Comptroller.

(S/ [REDACTED])

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